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**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Providing a correction to the costs of the private sponsor certification form, to provide the good faith estimate. And, providing a correction to the lodging expenses on the post-travel disclosure form, to exclude the taxes.

*June Chestnut*  
(Signature of Traveler)

# Employee Post-Travel Disclosure of Travel Expenses

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**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Amazon.com Services, Inc. (Amazon)

Private Sponsor(s) (list all):

Travel date(s): 11/04/19-11/06/19

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$900 - airfare and local transportation to/from hotel and Amazon facilities	\$368+ tax at the Sound Hotel and Amazon facilities	\$70	\$0

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Site visits and tours of an Amazon fulfillment center and Amazon headquarters; series of meetings with executives of several of Amazon's teams to learn about their work and initiatives to discuss policy implications.

12/16/19  
(Date)

Annie Chestnut  
(Printed name of traveler)

Annie Chestnut  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/16/19  
(Date)

Ron Johnson  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Amazon.com Services, Inc. (Amazon)
2. Description of the trip: Staff members from the US Senate are invited to Seattle, WA to visit Amazon's global headquarters, meet with executives, and tour operations and corporate facilities.
3. Dates of travel: 11/04/19-11/06/19
4. Place of travel: Seattle, WA
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and will need a second night of lodging to participate in a full day session.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Amazon is organizing and conducting this trip by sponsoring transportation, lodging, and food and beverage. Amazon is the sole sponsor of this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Our mission is be Earth's most customer-centric company. The purpose of this trip is to highlight this mission for policymakers by demonstrating emerging technologies and innovation, showcasing Amazon culture, and discussing policy issues important to the commerce, transportation and technology sectors.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Prior to this trip, Amazon has hosted 2 congressional trips that similarly highlighted our innovation, emerging technologies, and culture and discussed policy issues relevant to the congressional travelers.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$900 - airfare and local transportation to/from hotel and Amazon facilities	\$368+tax at the Sound Hotel in Belltown	\$70	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip involves an event that is arranged or organized specifically with regard to congressional participation.**

**18. Reason for selecting the location of the event or trip**

**This is the headquarters for Amazon.com Services, Inc.**

19. Name and location of hotel or other lodging facility:

**The Sound Hotel Seattle Belltown, Tapestry Collection by Hilton, Seattle, WA**

20. Reason(s) for selecting hotel or other lodging facility:

**Fits within the GSA allowed amount and is within walking distance of Amazon offices and dinner location.**

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for lodging are equal to the maximum per diem rates and meals will be under the maximum per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Mode of travel is air, class of travel is coach. A shuttle bus will be provided as local transportation to/from the hotel and Amazon facilities.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

**No entertainment will be provided.**

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

**Signature of Travel Sponsor:**

**Name and Title:** Andrea Fava, Director, US Public Policy

Name of Organization: Amazon.com Services, Inc.

**Address:** 601 New Jersey Ave NW, Suite 900, Washington, DC 20001

Telephone Number: 202-442-2900

**Fax Number:** n/a

E-mail Address: [afava@amazon.com](mailto:afava@amazon.com)